

AUTHORIZED USER REQUEST FOR WEB-BASED REPORTING SYSTEMS

Complete the following information for the person who will be entering or uploading data into a web-based reporting system. If this person is replacing someone else, you must also enter information about the person who is being replaced. For **Delay in Matters Submitted to Judge**, this form must be signed by the judge who is authorizing the user to enter data for him or her. **NOTE:** Authorized users must be either judges or court employees and must have an e-mail address.

Name		Title
Court name and address		Funding unit and address (if applicable)
Telephone number (area code and extension)	FAX number (area code)	E-mail address
Name(s) of web-based reporting system(s) that the user will access		

The person named above is replacing the following:

Name		Title
Court name and address		Funding unit and address (if applicable)
Telephone number (area code and extension)	FAX number (area code)	E-mail address
Name(s) of web-based reporting system(s) that the user should no longer access		

Authorized by: _____
Signature (required)

Name (type or print)

Title (Chief judge/Judge/Court administrator/Probate register)

Telephone number

Please return by FAX to: **State Court Administrative Office**
 Attn: Lili Marchlewicz
 (517)373-7517